



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Date of submission:** March 5, 2013
2. **Date of Board Meeting:** March 11, 2013
3. **Individual or Entity making the submission:**

Gerard G. Toner for the
Performing Arts Center Board

4. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Approve a request by the Hartford Marathon Foundation to use the Performing Arts Center and surrounding grounds for its annual Iron Horse Half Marathon on June 2, 2013.

5. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Gerard G. Toner, Director, Parks and Recreation (for the Performing Arts Center Board)
860-408-4682
gtoner@simsbury-ct.gov

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Hartford Marathon Foundation (HMF) is seeking permission to use the Performing Arts Center and surrounding grounds for its annual Iron Horse Half Marathon on June 2, 2013. The event has utilized the site since 2003 and annually attracts over 2,000 runners. The race route is the same as in past years.

Josh Miller, Technical Director of the HMF has secured a Public Gathering Permit, and provided a Certificate of Insurance with acceptable limits to the Town. They will also be responsible for providing all necessary site services.

The Performing Arts Center Board considered this request at their November 15, 2012 meeting and agreed to hold the date and direct the HMF to pursue the Public Gathering Permit.

I request that the Board of Selectmen approve this request contingent upon final approval of the PAC Board at their March 21 meeting. Upon final approval there will be a.) the execution of a license agreement in a form acceptable to the town attorney, and b.) the payment of a \$4,000 license fee to the Town of Simsbury.

7. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

February 6, 2013 e-mail from Josh Miller, Hartford Marathon Foundation

Mazurski Susan

From: Toner Gerard
Sent: Tuesday, March 05, 2013 12:14 PM
To: Cooke Thomas; Mazurski Susan
Subject: FW: RE: Amica Ironhorse Half Marathon, 10K & 5K

Please include with BOS submission for March 11 meeting.

Gerard G. Toner, Director
Simsbury Culture, Parks and Recreation Dept.
860-408-4682

From: Josh Miller [Josh@hartfordmarathon.com]
Sent: Wednesday, February 06, 2013 3:19 PM
To: Charest Lynn; Sifodaskalakis, Frederick; nbuccarella@att.net; Toner Gerard; Roy Thomas
Cc: Matt Anderson
Subject: ***SPAM*** RE: Amica Ironhorse Half Marathon, 10K & 5K

Hello Lynn,

It was a pleasure to meet this week to discuss the 11th annual Ironhorse half marathon to take place on Sunday, June 2nd, 2013. I wanted to follow up with an email to assure that items needing attention were not missed. Please let me know if there are any glaring issues that we can work on at this point.

- Race date; Sunday, June 2nd with set up at the PAC on Saturday, June 1st starting at 1:00 PM
 - I will get a list of deliveries that will take place on Friday to Nick, Gerry and Tom.
 - I will also update the layout map as more details come about and send to all parties. I do not anticipate many changes if any.
 - Can you let us know as soon as possible of events scheduled at PAC or associated fields between June 1st at 1:00 PM and 2nd at 1:00 PM.
- The event sold out last year at 2300 participants in the ½ marathon, 10K, & 5K. There were also about 150 kids in the kid's race. We expect them same numbers this year.
- Police – 11 Officers to be hired for event working 7 AM – 11 AM.
 - Lt. Fred – could you forward me last year's Ops plan as a reference? When you can get me the Police Ops plan in May I would greatly appreciate it.
 - Lt. Fred – will you put in your DPW order directly?
 - We will get DOT permit for route 315.
 - On Race day – I will inform the command officer when the last runner has completed the route 315 section so we can open the road back up to two way traffic.
- Traffic / Residential Alerts
 - Traffic alert signs will be posted per the map in the PGP permit 2 weeks prior to the event.
 - Mailings to all residents affected by the courses will be done in early May.
 - We will again work with the employees at Warner Nursery – I will reach out to them in the coming weeks to work out a plan.
 - Will a traffic alert (A-Frame) sign be needed on Route 10 or 315?
- Medical
 - New Britain EMS will provide the same medical coverage as 2012, I will put the Lt. in charge in contact with you Lt. Fred to get a radio to better communicate medical needs along the course.

All important documents have been submitted with the PGP, if anything else may be needed at this time, please do not hesitate to contact me.

Thank you,

Josh Miller

Technical Director
Hartford Marathon Foundation
41 Sequin Drive
Glastonbury, CT 06033
Phone: 860-652-8866 Ext. 7
Fax: 860-652-8145
www.Hartfordmarathon.com
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